



"TOSHA"

Tulalip Occupational Safety and Health Administration

INJURY/ILLNESS MANAGEMENT CHECKLIST

Employee Name: _____ Date of Injury/Illness: _____

Employee's Home Phone #: _____

When an employee has reported an injury/illness that requires medical attention, the following actions should be taken:

ACTION TO BE TAKEN	DATE COMPLETED
1. Complete internal incident report	
2. Tribal First Claim packet given to Employee	
3. Accident report and supporting documentation submitted to Tribal First	
4. Obtain Employee's work restrictions and identify modified job availability	
5. Meet with the Employee to discuss light/modified return to work	
6. Contact Tribal First with return-to-work information	
7. Employee released to full duty or date of Employee termination (specify which)	

A COPY OF ALL INFORMATION PERTAINING TO THE N-THE-JOB INJURY MUST BE FORWARDED TO TRIBAL FIRST AS SOON AS POSSIBLE.